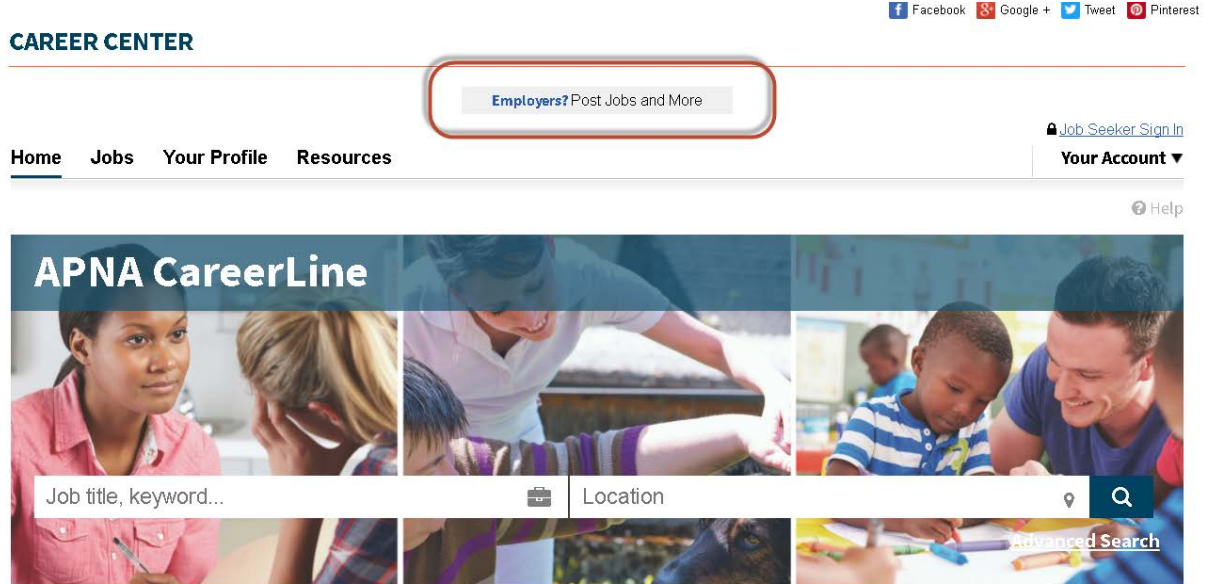


Employer Registration and Job Posting Instructions

1. Welcome to the American Psychiatric Nurses Association Career Center's home page (careers.apna.org).
2. To begin posting and searching resumes > Click the "Employers? Post Jobs and More" link.



CAREER CENTER [Facebook](#) [Google +](#) [Tweet](#) [Pinterest](#)

[Employers? Post Jobs and More](#)

[Job Seeker Sign In](#)
Your Account ▼

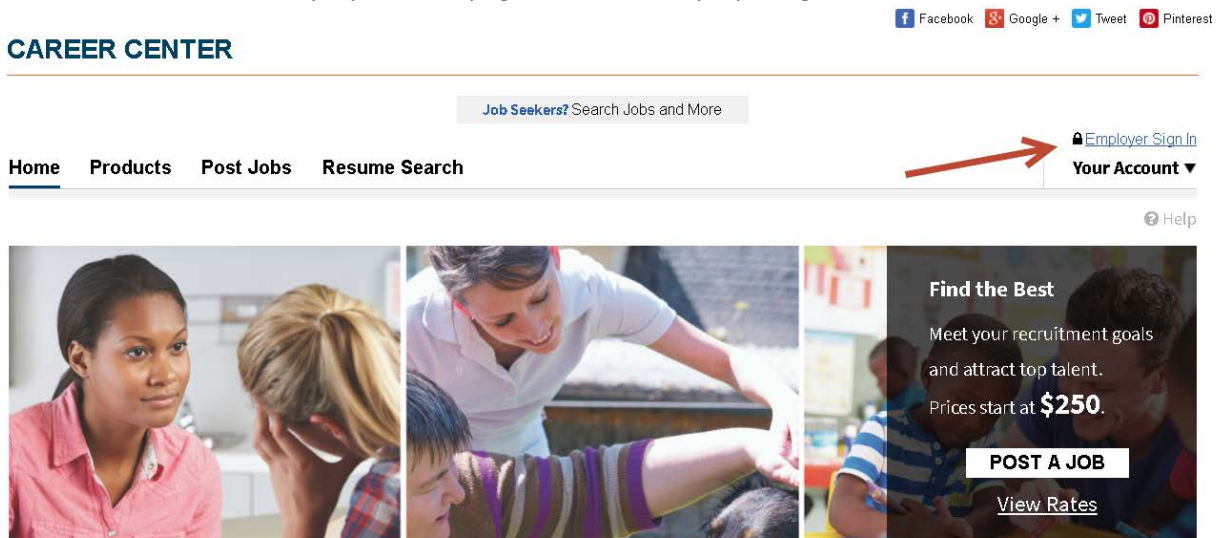
[Home](#) [Jobs](#) [Your Profile](#) [Resources](#) [Help](#)

APNA CareerLine

Job title, keyword... Location

[Advanced Search](#)

3. You will be taken to the employer home page. Click on "Employer Sign In".



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[Home](#) [Products](#) [Post Jobs](#) [Resume Search](#) [Employer Sign In](#)
Your Account ▼

[Help](#)

Find the Best

Meet your recruitment goals and attract top talent.
Prices start at **\$250**.

POST A JOB
[View Rates](#)



- Then proceed to enter your email / password on the following page. If you are new to the site simply click on the “New Users Sign Up” link and it will walk you step by step through the registration process.

This page requires you to sign in.

Home Products Post Jobs Resume Search

Employer Sign In
Your Account

Help

Employer Registration

Account Info Contact Info Finished

Fields marked * are required

- * First Name
- * Last Name
- Job Title
- Phone
- Mobile Phone
- Time Zone
Eastern Standard Time GMT -5:00
- * Email
- * Confirm Email

- Once logged in to your account you can click on any of the “Post a Job” links on the Overview page. The system will then walk you step by step through the posting process.

Overview Products Post Jobs Resume Search Your Account

Help

Overview

No Logo

POST A JOB MANAGE JOBS MANAGE ACCOUNT

- Fields marked with the + are mandatory
- Fill in the information as needed



- c. Click the “Save and Preview Job” button at the bottom once finished.

The screenshot shows the 'Create a New Job' form. The form is divided into several sections: 'Title', 'Internal job number', 'Description', 'Requirements', 'Education', 'Categories', 'Type', 'Level', 'Number of openings', 'Salary', 'Relocation Costs', 'Country', 'State/Province', 'City', 'ZIP/Postal Code', 'Display company as', 'Confidentiality', 'Send Applicants to', 'Search Words', and 'Government Compliance'. A 'Save and Preview Job' button is located at the bottom right of the form.

6. The next page will allow you to preview the listing – if all looks good you can then click the “Proceed to Checkout” button.

The screenshot shows the 'Job Detail' page. The page includes a 'Job Preview' section with the text: 'This job is saved as a Pending Job in your account but is not yet active. Please review your posting for typos, formatting issues, and accuracy of content.' Below this text are two buttons: 'Proceed to Checkout' and 'Make Changes'. A red arrow points to the 'Proceed to Checkout' button. The page also includes a 'test' section with social media icons and a 'More Jobs Like This' section with a link to 'Leader, Credit Risk Management'.



7. Select your job posting package by clicking on the appropriate radio button. If you already have a package assigned to your account you can click on the "Use My Existing Package" button.

Create Job Select Posting Package Checkout

Package Selection

Please select your job posting package:

Single 30-Day Job Posting
This job will appear on ACSM Career Center and:

- Includes resume database search access.

Change Package Duration: 30

NHCN Operations 30-day Posting Package
MORE EXPOSURE! Your job will appear on all the sites listed below in addition to appearing on ACSM Career Center. Plus you will have access to over 80,000 searchable resumes and a larger pool of new job seekers each day.

Change Package Duration: 30

By purchasing a network (NHCN) job posting your recruitment ad will automatically be distributed and displayed on 28 association healthcare career centers:

[See all destination sites](#)

***Disclaimer: Associations reserve the right to remove or deny any job postings they deem inappropriate for their site.**

[< Edit Job](#) [Continue >](#)

Package Selection

Apply this job toward your existing posting package!

12 Month Unlimited Job Postings & Resume Access
Postings Remaining: Unlimited
Original per job cost: N/A (For comparison only)

[Use My Existing Package >](#)

OR

Select a new posting package:

Single 60 Day Job Posting \$295.00
Resume search included.

8. You can then choose to add on a featured package. Once complete click "Continue to Payment."

Current Order

Prepaid package: 12-Month Unlimited Job Postings & Resume Access Paid
Slots remaining: Unlimited

Add-on Package Selection

60 Day Featured Job \$100.00
Give your job more exposure!
A 'Featured Job' will appear on the job seekers home page for 60 days.
A 'Featured Job' will be flagged on the results page giving you a better opportunity to get your job seen.

<input type="checkbox"/> test Nationwide	US - AR Today	Your Logo
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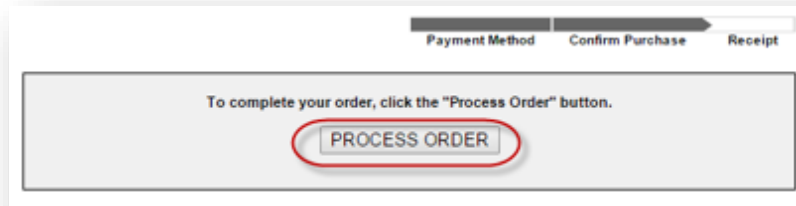
How will my job look with this Add-on?
Select a checkbox above to view level of exposure below.

<input type="checkbox"/> test Nationwide	US - AR Today	Your Logo
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[Continue to Payment >](#)



9. If using an existing package you will then click on the "Process Order" button. If you do not, simply input your credit card information and click the "Pay with Credit Card" and then "Process Order"



If you have any additional questions please contact Customer Service at 1-888-491-8833 or shoot us an email at: customerservice+982245@support.boxwoodtech.com.